

# CITY OF HELENA



**Position Title: Comm. Facilities Director**

**Position #: 14901**

**EEO Category: (08) Service Maint.**

**EEO Function: (15) Other**

**Department: Community Facilities**

**Grade: 165**

**FLSA: Exempt**

**Work Comp Code: 9410**

## **DEFINITION**

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Community Facilities Department including Construction Management (all City funded architectural construction projects), Civic Center (entertainment and community events), Building Maintenance Management (City owned buildings), PEG channel (local access cable channel); to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

## **SUPERVISION RECEIVED**

Under the general direction of the City Manager

## **SUPERVISION EXERCISED**

Exercises direct supervision over supervisory, technical and clerical staff.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assume full management responsibility for all Community Facilities services and activities including Construction Management (all City funded architectural construction projects), Civic Center (entertainment and community events), Building Maintenance Management (City owned buildings), PEG channel (local access cable channel).

Manage the development and implementation of Community Facilities Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Community Facilities Department to other City departments, elected officials and outside agencies; explain and interpret Community Facilities Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate Community Facilities Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, and coordinate the Community Facilities Department work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Community Facilities Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Community Facilities Department activities with those of other departments and outside agencies and organizations.

**Important & Essential Duties cont.:**

Provide staff assistance to the City Manager and City Commission; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Community Facilities Department programs, policies, and procedures as appropriate.

Plan, promote, coordinate, develop, and schedule entertainment and community events for the Civic Center; ensure the accessibility of the Civic Center to the public; initiate contacts and promote usage of the Civic Center for theatrical and community events.

Prepare grant applications; administer and oversee the financial and physical implementation of awarded grants.

Serve as technical director for theatrical events; direct the stage rigging, lighting, sound, and electrical needs for theatrical events; serve as house electrician for facility events.

Provide design expertise in electronics, electrical, mechanical, and plumbing for ongoing building maintenance and equipment retrofits; oversee and coordinate the maintenance and operation of a boiler, ventilation system, emergency generator, theatrical rigging, lighting, and sound.

Performs design review of architectural construction projects including review of formal design submissions and overall construction feasibility; determines scheduling for all phases of the project.

Provides on-site management to provide supervision, inspection and administration; ensures construction progress and determines whether workmanship, materials, and equipment conform to approved contract drawings and specifications.

Arranges for performance of field and laboratory tests where required; prepares progress reports; reviews change orders and change proposals, and reviews progress payments and recommends payments to the City. Responsible for site communications, record-keeping and related services for City building construction projects.

Oversee the preparation of contract bids and construction specifications for City improvements and maintenance; perform field inspections; manage construction projects in connection with new and existing building developments

Ascertain present and future needs for City buildings, equipment, and programs; prepare long-term plans to meet these needs including the budgetary requirements.

Create and maintain a preventative maintenance program for City buildings.

Oversee City capital assets at the Grandstreet Theater.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of booking and arranging for entertainment and community events.

Respond to and resolve difficult and sensitive inquiries and complaints.

Participate in labor negotiations with the City's labor unions.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**SAFETY RELATED DUTIES:**

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Operational characteristics, services, and activities of a comprehensive community facilities program and activities of construction management, building management and a local access cable channel.

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern and complex principles and practices of program development and administration.

Principles, practices, and techniques of theater lighting, sound, and rigging systems.

Marketing principles and practices.

Principles and practices of electronic ticketing systems.

Principles, techniques, and practices of building operation management including electrical, ventilation, plumbing, and boiler systems.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Types of building construction, materials and methods and all stages of construction.

Modern and complex principles and techniques of building construction and inspection work.

Modern and complex principles of structural design and engineering mathematics.

Accepted safety standards and methods of building construction for commercial and industrial buildings.

Pertinent Federal, State, and local laws, codes, and regulations

#### **Skill to:**

Operate modern office equipment including computer equipment.

Apply technical knowledge and following proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.

Advise on standard construction methods and requirements for commercial and industrial buildings.

Read and interpret complex building plans, specifications and building codes.

#### **Ability to:**

Provide administrative and professional leadership and direction for the Community Facilities Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient community based programs and building management services.

Select, supervise, train, and evaluate staff.

Interpret and apply pertinent federal state and local laws, codes and regulations.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Identify and respond to community, City Manager, Civic Center Board of Directors, and City Commission issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

**Ability to cont.:**

Read, interpret, and understand technical data, blue prints, and drawings in the areas of building construction, maintenance and in the general building trades.

Market and promote the Civic Center.

Prepare and deliver effective oral presentations.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Utilize spreadsheet, word processing, financial management and database software applications programs.

Prepare clear and concise administrative and financial reports.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Physical Demands & Work Environment**

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 100 lbs.; exposure to noise, outdoors, confining work space, explosive materials, mechanical hazards, and electrical hazards.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Six years of increasingly responsible event and facilities management experience including three years of building maintenance management and supervisory experience and two years experience as a lighting director, technical director, and sound director.

Three years of increasingly responsible experience as a Construction Manager or similar position in the public or private sector

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration or a related field and a minor in theater with emphasis in technical theater.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**After reading this job description, as of this date, would you require any accommodation to perform these duties?**

**YES   or   NO   (circle one)**

**Employee's Signature: \_\_\_\_\_**

**Date: \_\_\_\_\_**